

**APPLICATION FOR CHILD CARE LEAVE**

- 1. Name of the Applicant : \_\_\_\_\_
- 2. Designation : \_\_\_\_\_
- 3. Dept/Office/Section : \_\_\_\_\_
- 4. Name of Child for whom Child  
Care leave is applied for : \_\_\_\_\_
- 5. Date of Birth of the Child : \_\_\_\_\_
- 6. Date on which child will be attaining  
18 years. : \_\_\_\_\_
- 7. Is the child among the two eldest  
Children : Yes/No
- 8. Period of Leave- Days : From \_\_\_\_\_ To \_\_\_\_\_  
Prefix/Suffix of holidays, if any : \_\_\_\_\_
- 9. Reason(s) for leave applied for : \_\_\_\_\_
- 10. Total Child Care ~~Leave~~ availed till date : \_\_\_\_\_
- 11. (a) Whether permission to leave : Yes/No  
Station is required
- (b) If Yes, Address during : \_\_\_\_\_  
Leave period \_\_\_\_\_  
\_\_\_\_\_
- 12. Date of return from last leave, : \_\_\_\_\_  
& nature and period of that leave \_\_\_\_\_

Date : \_\_\_\_\_ Signature of applicant

**Remarks of Sanctioning Authority**

Leave Recommended / Leave Not Recommended.

Date : \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_